



*Creative
Education
Trust*

PRIMARY HEADTEACHER JOB DESCRIPTION AND PERSON SPECIFICATION

Location: Woodlands Academy, Norfolk

Salary: c£60k

The Role

To provide inspirational vision and professional leadership ensuring high-quality provision and continuous improvement.

To be a constructive, collaborative member of the overall leadership team of Creative Education Trust's primary network and to model the standards and behaviours expected of an outstanding leader in education.

To ensure success a headteacher will:

- Lead teaching and learning to ensure positive outcomes for all pupils.
- Provide inspirational vision, leadership and direction for the school aligned with the vision, ethos and strategy of Creative Education Trust.
- Systematically evaluate school performance, identifying weaknesses, and planning and implementing successful actions for continuous improvement.
- Ensure productive relationships with key stakeholders and the wider school community.
- Deploy resources and ensure the efficient management of systems to achieve the school's aims.
- Create a safe and productive learning environment, which is engaging and fulfilling for all pupils at the school.
- Make a positive contribution to the collaborative work of senior leaders across Creative Education Trust network.
- Fulfil all statutory and Creative Education Trust requirements with regard to the education and welfare of pupils and staff in the school.

Outcomes and activities

Teaching, Learning and Standards

- Establish excellent teaching practices that will ensure a smooth transition of learning throughout the school.
- Ensure that learning is at the centre of strategic planning and resource management.
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Implement strategies that secure high standards of behaviour and attendance.



- Implement a diverse, flexible curriculum and assessment framework in line with national and Creative Education Trust requirements which meets the needs of the pupils.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitor, evaluate and review classroom practice and promote improvement strategies to ensure all pupils make the best possible progress.

Assessment and reporting

- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and appropriate benchmarks to monitor progress in every child's learning and equality for pupils from different backgrounds.
- Systematically track the progress of all pupils, taking account of national and Creative Education Trust requirements, and respond accordingly to the results of such monitoring.
- Ensure that regular and meaningful pupil progress reports are written and shared with both pupils and their families.
- Provide information and analysis of data collected in line with Creative Education Trust requirements.
- Account for the school's performance to internal and external agencies through the analysis of performance data and appropriate reporting; the use of such analysis to inform planning at all levels.

Vision and culture

- Ensure an ambitious vision for the school aligned with the vision, ethos and strategy of Creative Education Trust is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the school community to translate the vision into agreed objectives and operational plans, which will promote and sustain school improvement.
- Demonstrate the vision and values in everyday work and practice.
- Motivate and work with others to create a shared culture and positive climate.
- Ensure that the strategic planning takes account of the diversity, values and experience of the school and community at large.
- Maintain a strong primary school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Maintain a school culture and ethos that is committed to high expectations and achievement in line with the vision of Creative Education Trust.

People management

- Lead all primary staff recruitment to ensure staff of the highest standards are attracted, selected and retained within Creative Education Trust network of schools.
- Ensure exemplary professionalism from all primary staff, and hold all staff to account for their professional conduct and practice.
- Lead and manage the professional development and training of all staff in the school.
- Train and support teaching and support staff in the teaching of engaging and effective lessons that motivate, inspire and improve pupils' learning.



- Coach, motivate and mentor staff to build a school culture of commitment, high standards and drive for success.
- Identify and play an active role in developing emerging talents leading to clear succession planning at both academy and network level.
- Challenge underperformance at all levels and ensures effective corrective action and follow-up.
- Carry out performance management of staff in line with Creative Education Trust policy.

Stakeholder engagement

- Maintain strong working relationships with the community, agencies, and other stakeholders, including parents and the Academy Council.
- Maintain regular and productive communication with parents, to report on progress, sanctions and rewards and all other communications.
- Co-operate and work with relevant agencies to protect children.
- Seek opportunities to invite parents and carers, community figures and businesses into the school to enhance and enrich the school and its value to the wider community.

Coordination and day-to-day management of facilities

- Oversee the academy finance, facilities, catering, IT and any other resources.
- Plan and implement robust operational systems.
- Oversee staffing allocation, including support staff, across the school.

Development of Creative Education Trust Network

- Share innovation and work with others in the network to develop good practice.
- Help shape or lead education initiatives across Creative Education Trust network.
- Inspire and influence others within and beyond the network to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Other

- Designated safeguarding lead for the school, acting as the main point of contact within the school for all safeguarding and child protection matters.
- Ensure that the school complies with all statutory requirements relating to the provision of education and other relevant legislation.
- Ensure that the school meets all legal requirements in relation to equal opportunities legislation and that the school operates in the spirit of the law as well as to the letter of the law.

PERSON SPECIFICATION: PRIMARY HEADTEACHER



	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified to degree level or above. • Qualified teacher 	<ul style="list-style-type: none"> • NPQH • Further qualifications and/or professional studies relevant to the age-range.
Experience	<ul style="list-style-type: none"> • Substantial experience in primary school leadership (e.g. as a deputy headteacher) • Experience of having led, or significantly contributed to the success of a school through its leadership, ethos, teaching and results • Proven experience as an excellent teacher at EYFS, KS1 or KS2. 	<ul style="list-style-type: none"> • Proven successful experience as a primary headteacher. • Experience of working in a range of primary schools.
Knowledge and understanding	<ul style="list-style-type: none"> • Understands how to set high aspirations and lead effective strategies across all aspects of a primary school including curriculum, learning, behaviour administration, finance and communication. • Excellent understanding and knowledge of the primary curriculum. 	<ul style="list-style-type: none"> • Demonstrable and wide ranging experience of setting high aspirations and leading effective strategies across all aspects of a primary school including curriculum, learning, behaviour administration, finance and communication.
Skills and personal attributes	<ul style="list-style-type: none"> • Vision aligned with Creative Education Trust's high aspirations and high expectations of self and others • Resilience and motivation to lead the school through day-to-day challenges while maintaining a clear strategic vision and direction. • Proven ability to lead, coach and motivate staff within a performance management framework, including professional development and effective management of underperformance. • Strong organisational skills and ability to delegate • Effective and skilled at implementing systematic behaviour management 	<ul style="list-style-type: none"> • Evidence of managing CPD effectively in a whole school context.



	<p>systems with clear boundaries, sanctions, rewards and praise.</p> <ul style="list-style-type: none"> • Relishes accountability and takes personal responsibility for their own actions • Excellent critical thinking skills; has intellectual curiosity and rigour • Proven ability to be able to build trust and mutual respect between pupils, families and staff • Strong interpersonal, written and oral communication skills. 	
Equal opportunities	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	
Safeguarding	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice 	
Other requirements	<ul style="list-style-type: none"> • High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom. 	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.